

# **Creating a Kentucky Enterprise User Provisioning System (KEUPS) Account and Requesting access to the KHIE Coordinating Council and Committees Sharepoint site**

KEUPS is a tool that provides a way for users to access multiple applications with a single sign on.

The pages that follow walk through the process of creating a KEUPS account and requesting access to your Sharepoint site.

Browse to: <https://keups.chfs.ky.gov>, click “Create an Account”.

The screenshot shows a web browser window with the URL <https://ssochfs.chfs.ky.gov/adfs/ls/?wa=wsignin1.0&wreply=https://keups.chfs.ky.gov/home/&wct=2010-05-07T11:01:40>. The page header includes the Kentucky.gov logo and the text 'KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES'. The main content area is titled 'Welcome to the CHFS network.' and includes a link to 'contact us' for assistance. Below this, a prompt asks the user to 'Please select the account type you have in the system.' There are two primary sections: 'I am a Kentucky Citizen or Business Partner' and 'I have a CHFS Network Account'. The first section contains two buttons: 'Sign In' (for existing accounts) and 'Create an Account' (for new accounts, which is circled in red). The second section contains a 'CHFS Sign In' button for contractors, employees, or agents/vendors. The footer of the page states 'Copyright © 2010 Commonwealth of Kentucky. All Rights Reserved.'

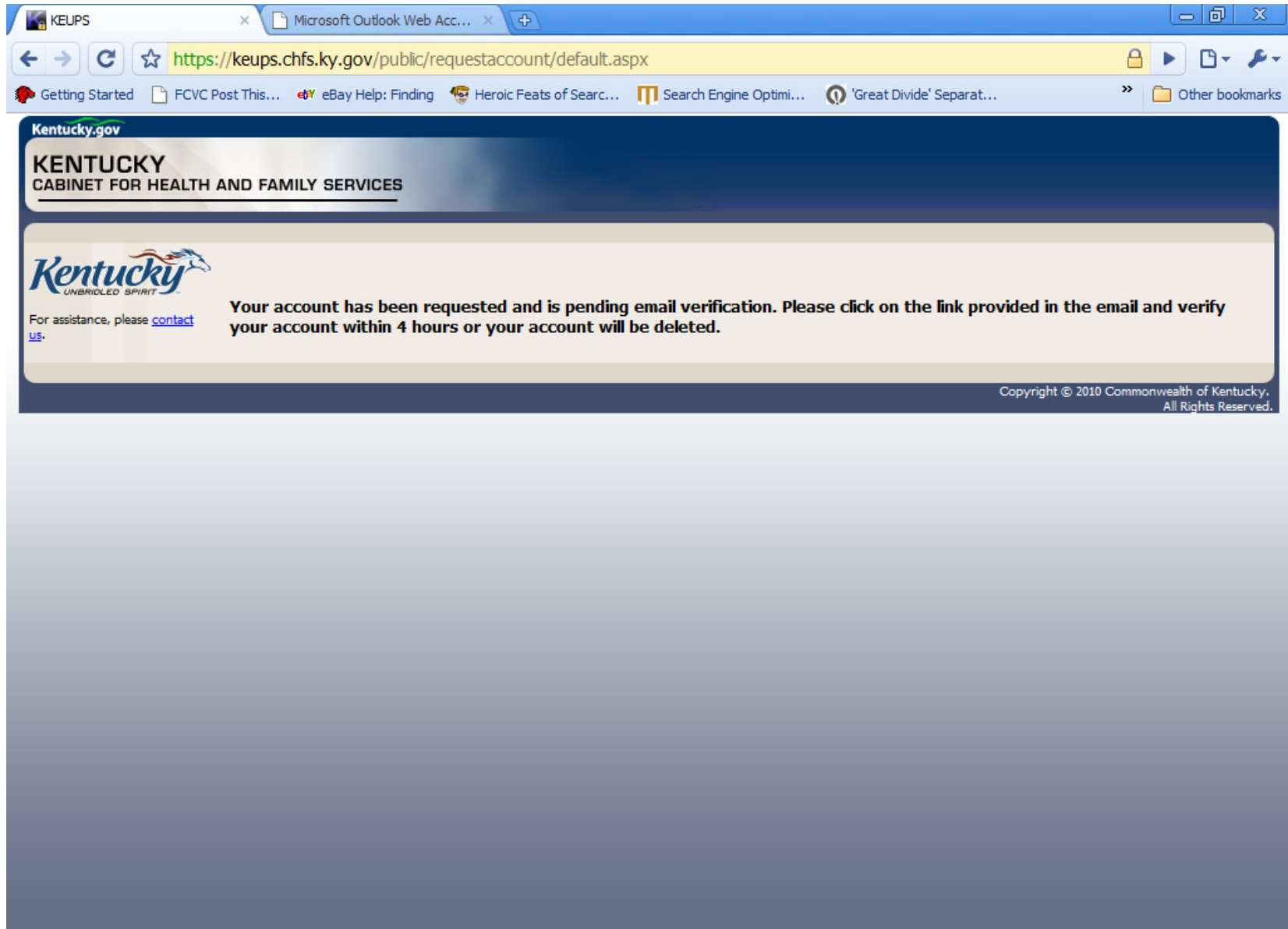
Complete the required fields, then click “Submit Request”.

The screenshot shows a web browser window with the URL <https://keups.chfs.ky.gov/public/requestaccount/>. The page title is "KEUPS" and the logo "Kentucky UNBRIEDED SPIRIT" is visible. The form is titled "User Profile" and includes the instruction: "Please fill out the form below and click Submit Request when finished." The form fields are as follows:

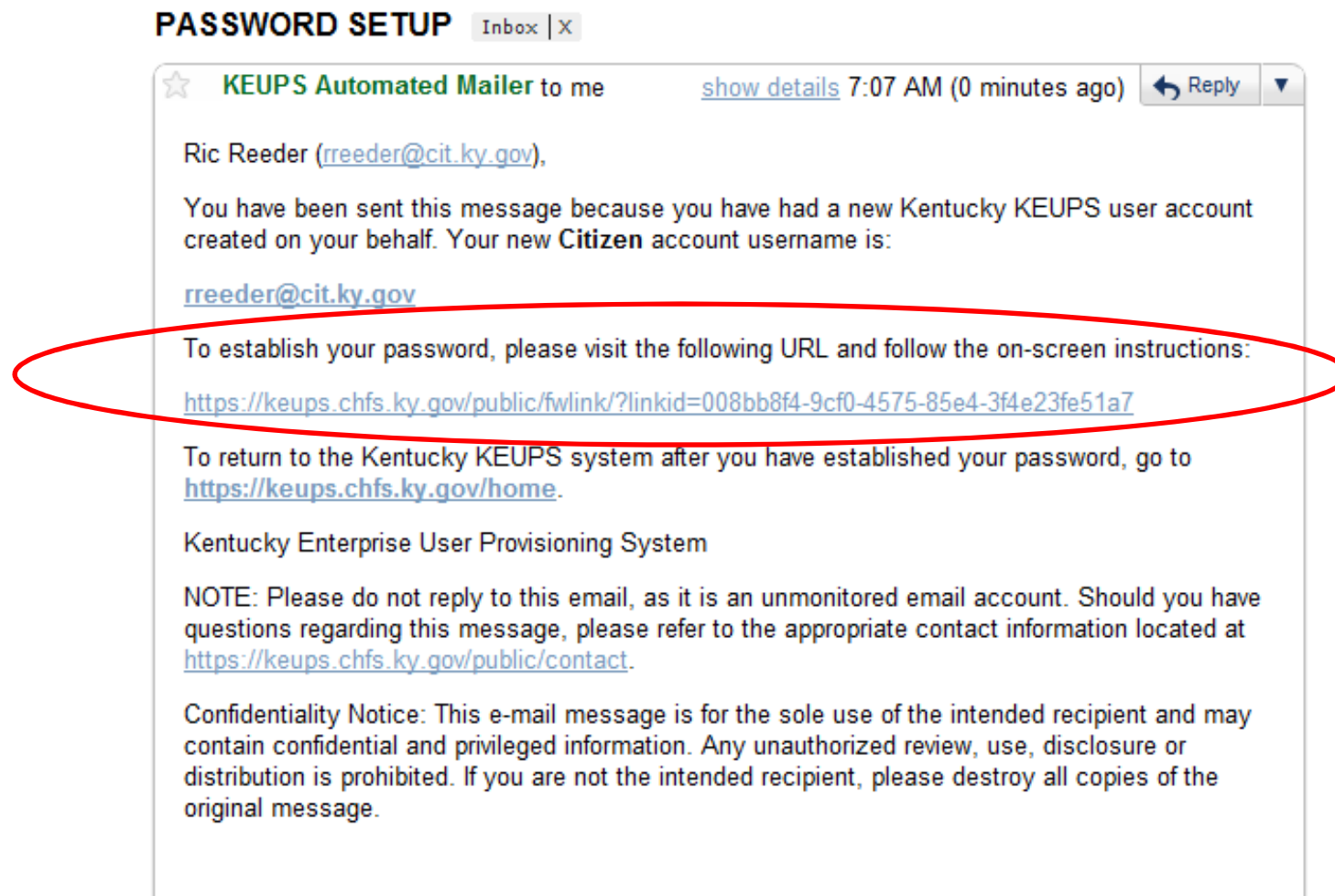
Field	Required
First Name	Yes
Middle Name	No
Last Name	Yes
Username	Yes
Password	Yes
Password (verify)	Yes
E-Mail Address	Yes
E-Mail Address (verify)	Yes
Telephone	No
Extension	No
Street Address 1	No
Street Address 2	No
City	No
State	No
ZIP Code	No
Question	No
Answer	Yes
Question	No
Answer	Yes

Red arrows point to the required fields: First Name, Last Name, Username, Password, Password (verify), E-Mail Address, E-Mail Address (verify), Answer (for the first question), and Answer (for the second question). A red circle highlights the "Submit Request" button. Red text on the right side of the form provides additional instructions: "Once your account is approved, you will log in to KEUPS with this Username and Password" and "This is where you'll receive a message that will allow you to confirm your account." The "Cancel" button is also visible.

## Account request confirmation.



You will receive an account confirmation email from “KEUPS Automated Mailer” with subject: “PASSWORD SETUP”. Click the circled link.



Provide answers to your security questions, then click “Verify Account”.

The screenshot shows a web browser window with the URL <https://keups.chfs.ky.gov/public/validatenewaccount/?linkid=008bb8f4-9cf0-4575-85e4-3f4e23fe51a7>. The page header identifies the site as "Kentucky.gov KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES". The main content area features the Kentucky logo and a link for assistance. Two security questions are presented: "In what city were you born? (Enter full name of city only)" and "What was the name of your first pet?". Each question has an "Answer" label and a text input field. Red arrows point to these input fields. Below the questions is a "Verify Account" button, which is circled in red. The footer contains the copyright notice: "Copyright © 2010 Commonwealth of Kentucky. All Rights Reserved."

Kentucky.gov  
**KENTUCKY**  
CABINET FOR HEALTH AND FAMILY SERVICES

*Kentucky*  
UNBRIDLED SPIRIT

For assistance, please [contact](#) us.

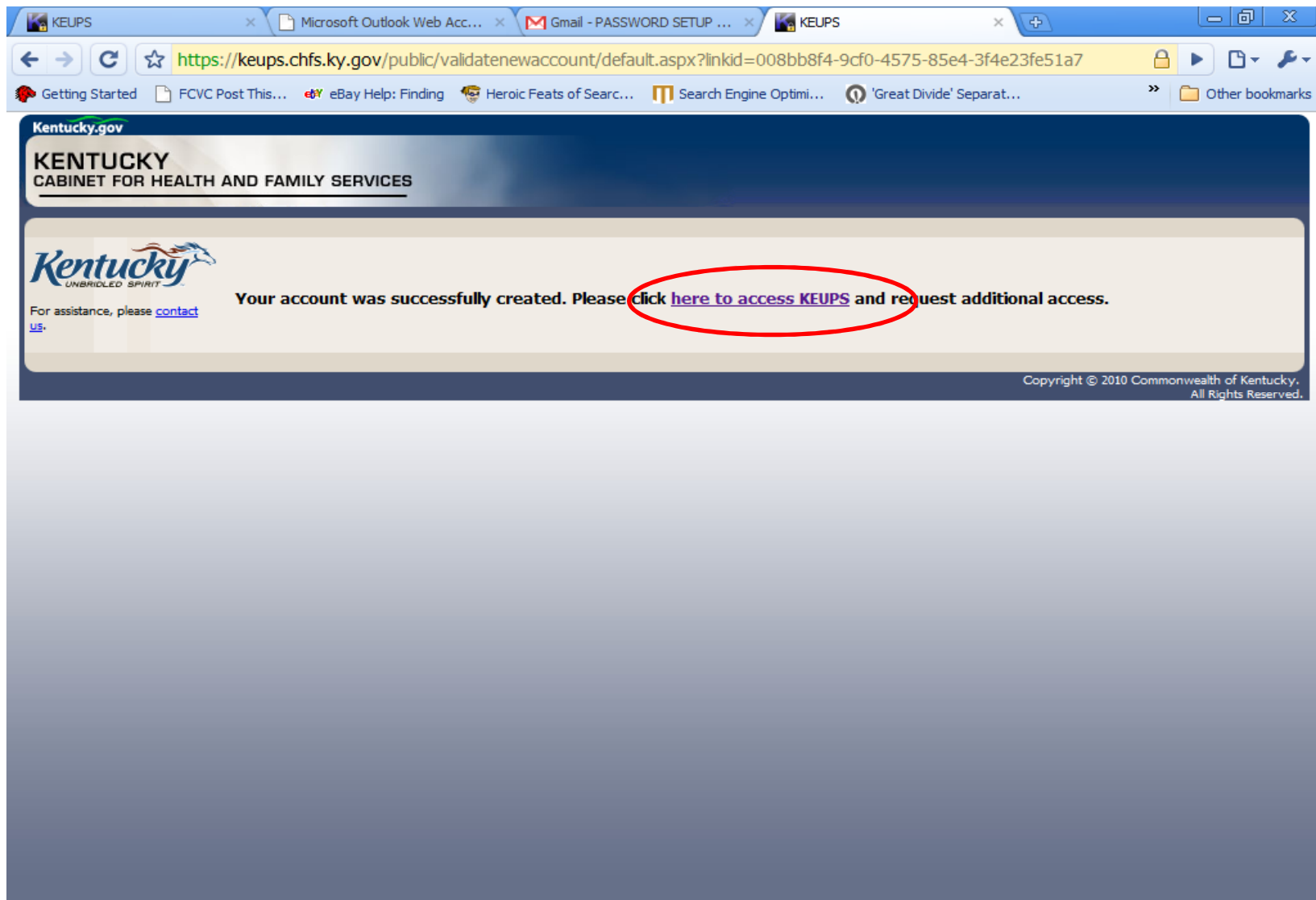
**Question** In what city were you born? (Enter full name of city only)  
**Answer**

**Question** What was the name of your first pet?  
**Answer**

**Verify Account**

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Click the link “here to access KEUPS” to request access to KHIE Participant Information Center.



Click “Sign In”.

Kentucky.gov

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CABINET FOR HEALTH AND FAMILY SERVICES

**Welcome to the CHFS network.**

For assistance, please [contact us](#).

Please select the account type you have in the system.

**I am a Kentucky Citizen or Business Partner**

I already have an account. **Sign In**

Need to create a Citizen account? **Create an Account**

**I have a CHFS Network Account**

I am a CHFS contractor, employee, or agent/vendor. **CHFS Sign In**

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Enter Username and Password, then click “Sign In”. **\*NOTE:** Please log in with the Username and Password you provided when you registered for your KEUPS account.

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**Kentucky Citizen / Business Partner**

Sign in to the Kentucky Enterprise User Provisioning System

**WARNING**  
NOTICE: This is a government computer system and is the property of the Commonwealth of Kentucky. It is for authorized use only regardless of time of day, location or method of access. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on the system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized state government and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such at the discretion of the Commonwealth of Kentucky. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. The unauthorized disclosure of Data containing privacy or health data may result in criminal penalties under Federal authority.

**Sign in to Kentucky Enterprise User Provisioning System** [Help](#)

Username

Password

**Sign In**

Not a Citizen or Business Partner?  
Forgot your password?

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Click “Request”.

The screenshot shows a web browser window with the address bar displaying <https://keups.chfs.ky.gov/home/default.aspx>. The page header includes the Kentucky.gov logo and the text "KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES". The main content area is titled "KEUPS Home" and welcomes "Ric Reeder". Below the welcome message, there is a section for "Applications" with a table listing two applications: "Account Management" and "Request". The "Request" link is circled in red. Below the applications section, there is a "Messages" section with a message icon and the text "There are no new messages.".

**Applications**

Application	Description
<a href="#">Account Management</a>	Manages contact information, password, and authorizations for applications.
<a href="#">Request</a>	This is the Request workflow application

**Messages**

There are no new messages.

Click “KHIE CCC” to expand the list.

The screenshot shows a Microsoft Internet Explorer window with the title "Access Request - Microsoft Internet Explorer". The address bar displays "https://keups.chfs.ky.gov/request/newrequest/". The page header includes the "Kentucky.gov" logo and the text "KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES". Below the header, there are links for "New Request" and "My Requests". The main content area is titled "Access Request for Ric Reeder (richardreeder@cit.ky.gov)". It shows a "Request" section with the text "Groups available to CITZ". Below this, there is a "Filter By:" section with links for "All", "Citizen (1)", "KHIE (1)", and "KHIE CCC (2)". Under the "Filter By:" section, there is a list of groups with expand/collapse icons. The groups listed are "Citizen", "KHIE", and "KHIE CCC". The "KHIE CCC" group is circled in red. Below the list of groups, there is a "Next" button. The footer of the page shows the version "3.0.7.21224" and the copyright notice "Copyright © 2010 Commonwealth of Kentucky. All Rights Reserved."

Access Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print View Source Help

Address https://keups.chfs.ky.gov/request/newrequest/ Go

Kentucky.gov

KENTUCKY  
CABINET FOR HEALTH AND FAMILY SERVICES

New Request | My Requests

Access Request for Ric Reeder (richardreeder@cit.ky.gov)

Request

Groups available to CITZ

Filter By: All Citizen (1) KHIE (1) KHIE CCC (2)

▼ Citizen

☐ Citizen Group - Citizens

▲ KHIE

▲ KHIE CCC

Next

3.0.7.21224

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Check the appropriate role, then click “Next”.

Access Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://keups.chfs.ky.gov/request/newrequest/>

Kentucky.gov

**KENTUCKY**  
CABINET FOR HEALTH AND FAMILY SERVICES

[New Request](#) | [My Requests](#)

**Access Request for Ric Reeder (richardreeder@cit.ky.gov)**

**Request**

Groups available to **CITZ**

**Filter By:** All Citizen (1) KHIE (1) KHIE CCC (2)

☒ Citizen

☐ Citizen Group - Citizens

☒ KHIE

☒ KHIE CCC

☐ KHIE CCC Committee Contributor - KHIE CCC Committee Contributor Role

☐ KHIE CCC Council Contributor - KHIE CCC Council Contributor Role

**Next**

3.0.7.21224

Click “Submit Request”.

Access Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Address Book

Address <https://keups.chfs.ky.gov/request/newrequest/default.aspx>

Kentucky.gov

**KENTUCKY**  
CABINET FOR HEALTH AND FAMILY SERVICES

[New Request](#) | [My Requests](#)

**Access Request for Ric Reeder (richardreeder@cit.ky.gov)**

Confirm Request

Additional access to an existing account

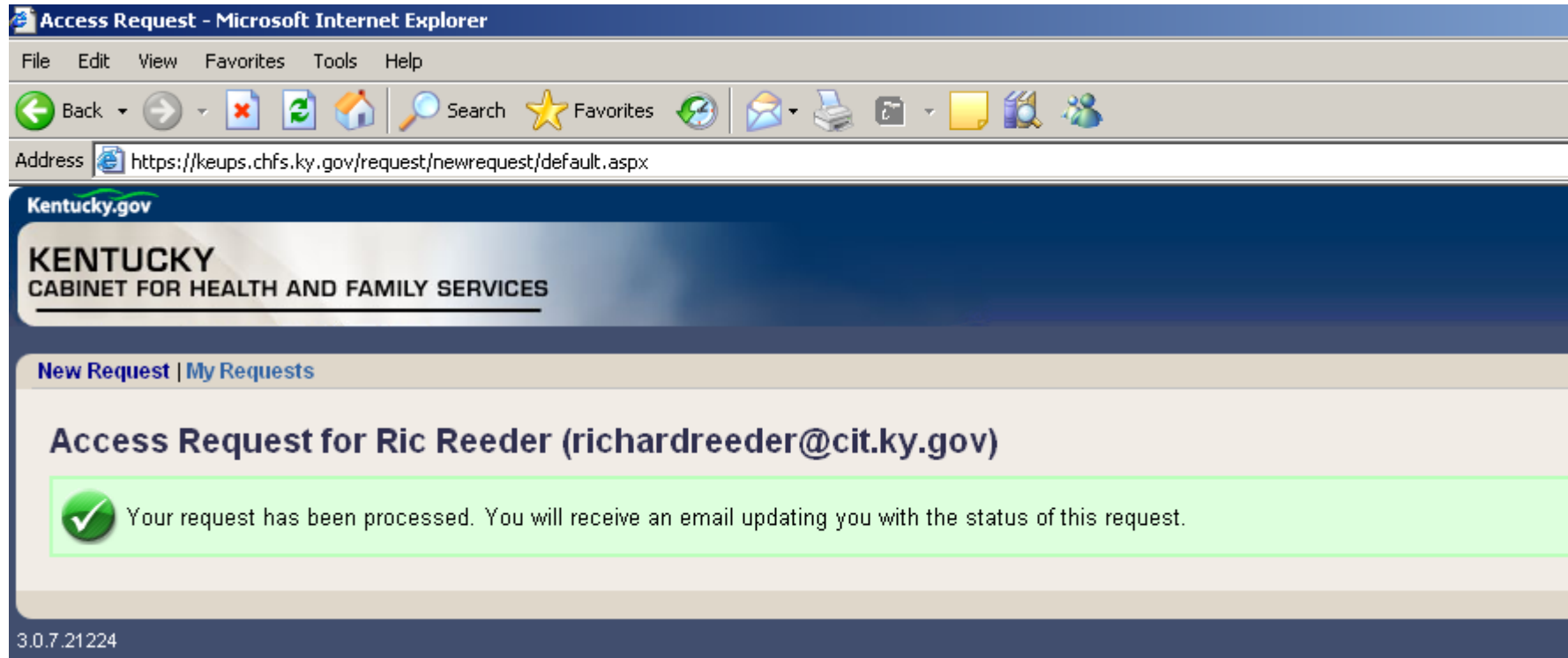
Requested Group	Requested Action
KHIE CCC Council Contributor	Add to Group

[Previous](#) [Submit Request](#)

3.0.7.21224

Request for access was successful!

Once your request has been approved, you will receive an email from: “KEUPS Automated Mailer” with the subject: “AUTHORIZATION REQUEST APPROVED”.



After your request is approved, and you log in to KEUPS (<https://keups.chfs.ky.gov>), click “KHIE Coordinating Council and Committees” to visit the Sharepoint site.

KEUPS Home - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail

Address <https://keups.chfs.ky.gov/home/default.aspx#>


Kentucky.gov

**KENTUCKY**  
CABINET FOR HEALTH AND FAMILY SERVICES


 **KEUPS Home**

For assistance, please [contact us](#).

Ric Reeder, Welcome to KEUPS

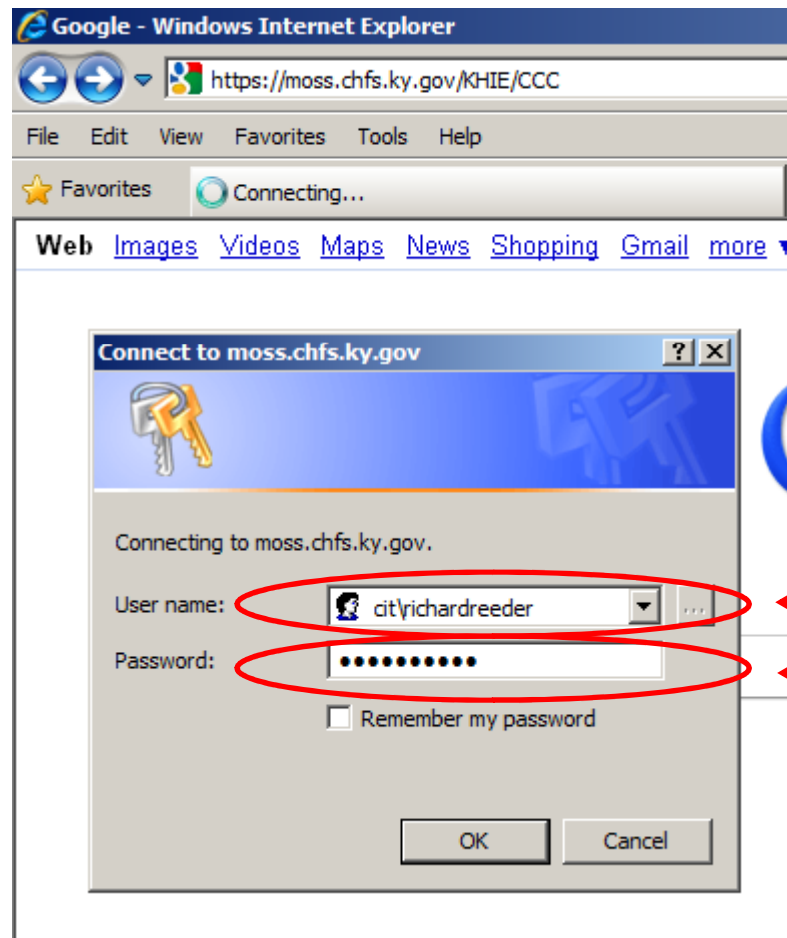
 **Applications**

Application	Description
<a href="#">Account Management</a>	Manages contact information, password, and authorizations for applications.
<a href="#">KHIE Coordinating Council and Committees</a>	Sharepoint for KHIE Coordinating Council and Committees
<a href="#">Request</a>	This is the Request workflow application

 **Messages**

There are no new messages.

You will be prompted to log in to the Sharepoint site. This “double login” is a known issue, and we are working to correct it. For now, please enter your username and password as indicated below, and you will be able to enter the Sharepoint site.



Enter: *cit\username*

Enter: *password*



Once your KEUPS account is activated and you have been granted access to Sharepoint, you may log in to the Sharepoint site in the following ways:

1. Log in to KEUPS and click the link to the KHIE Coordinating Council and Committees Sharepoint, then log in to Sharepoint (as shown in this walkthrough)
2. Browse directly to: <https://moss.chfs.ky.gov/KHIE/CCC> and log in to Sharepoint

Please keep in mind that your password will expire in 30 days, and you will need to log in to KEUPS to reset your password.

Should you need assistance in logging in to your KEUPS account, please contact the help desk:

**CHFS Network Helpdesk**

Monday - Friday, 7:00am - 5:00pm ET

502-564-0104 or 866-231-0003, choose option 5

[CHFSNetworkHelpdesk@ky.gov](mailto:CHFSNetworkHelpdesk@ky.gov)

For help logging in to the Sharepoint site, please contact:

Ric Reeder [richard.reeder@ky.gov](mailto:richard.reeder@ky.gov)

502-564-0105 ext. 2453